

## Additional Instructions for a Supplier

- Each **supplier** registering a Tax Identification Number chooses the User ID and creates the password. Use only the first 5 digits of your zip code and use the TAB key to move through fields. Please store your User ID and password for easy access. If you are registering as an individual doing business, use your social security number in the Tax Identification Field.
- After registering, you are **strongly encouraged** to sign into Team Georgia Marketplace Supplier Services with your user name and password and click on Change Password to complete security questions. Unfortunately, you must change your password at this time; however for security purposes, answering the security questions will allow the Help Desk retrieve your user name if you misplace it in the future.
- Upon registering, information existing in the State of Georgia Financials database is linked to your User ID and password. Please review information concerning your addresses, contacts, and NIGP codes.
- Make sure you are a contact for your company in order to receive bid solicitations. You may see other contacts when you access your account. Do not delete other contacts in your company unless you are certain that they are no longer applicable. Be sure to complete the description field where it is posted. For example, after a name insert a title in the description field - sales person. Even though this is not a mandatory field, this will help you later when you want to search for a specific person.
- If you decide to add another contact, the contact will only receive sourcing event information and will not be able to get into the system. If a contact needs to have access to the system, the contact must register using the Tax Identification Number and zip code for the company.
- There may be multiple entries listed under addresses. Please verify the addresses. If there is an address that is incorrect, you may edit it or call the DOAS Help Desk at 404-657-6000 to have it deleted. It is a good business practice to add a description for each reference. Even though this is not a mandatory field, this will help you later when you want to search for a specific person or address.
- When you choose NIGP codes, choose those which specifically define your business. The NIGP codes will be the same for all contacts within a company. Check with others before deleting NIGP codes that others in your company need in order to do business.

- The Financial Database contains information which you may have provided about your company when a contract or purchase order was created. If you wish to know your company status in the categories listed below, you'll need to contact the Help Desk at 404-657-6000.

- Women Owned Business
  - Georgia Based Business
  - Minority Owned Business
  - Small Business
  - Veteran Owned Business
  - Small Disadvantaged Business Program

- Be sure to keep your contact information up-to-date. You are responsible for your information including your NIGP codes, email address, and all other contact information.

Before registering, you may want to print a Quick Reference Guide or watch a training clip to help you through the process. Check out these and other resources by following this link.

> > [Team Georgia Marketplace Training Resources](#)

**Register in Team Georgia Marketplace between 7 a.m. and 7 p.m. daily.**

> > [Team Georgia Marketplace](#)

> > [Return to Team Georgia Supplier Services](#)